



**City of Hermosa Beach**  
1315 Valley Drive, Hermosa Beach, CA 90254  
310.318-0203 - Fax 310.372-6186  
Email: [icastillo@hermosabch.org](mailto:icastillo@hermosabch.org)



Received By: AC  
Referred To: HR  
Date Referred: 10-12-17

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): Corey W. Glave	Email: POAattorney@aol.com
Address: 1042 2nd Street	Phone: 323-547-0472
City: Hermosa Beach, CA 90254	Fax:

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See Attachment

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Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. Accepted method of payment: Cash or check. Credit card accepted in person only.

Signature

Date

<b>For Departmental Use Only:</b>			
Action Requested: <input type="checkbox"/> Review Only <input type="checkbox"/> Copies Requested	Action Taken: <input type="checkbox"/> Document Reviewed <input type="checkbox"/> Copies Provided <input type="checkbox"/> Refusal/Reason	By _____	Date _____
<b>For City Clerk's Use Only:</b>			
Date Requestor Notified _____		Notified By: _____	Date Picked Up or Mailed: _____

We are also requesting the following documents be produced to this office within ten (10) days:

1. Copies of all Hermosa Beach Civil Service Board (also known as the Hermosa Beach Civil Service Commission) agendas and minutes for the period of January 1, 2006, to present;
2. Copies of any and all Orders of the Hermosa Beach Civil Service Board regarding appeals involving Donavan Sellan for the time period of January 1, 2006 to present;
3. Copies of any and all Orders, Decisions, Opinions or rulings of the Hermosa Beach Civil Service Board regarding promotions examinations conducted by or for the Hermosa Beach Police Department, for the rank of sergeants and/or lieutentants, from January 1, 2007 to present;
4. Copies of any and all Staff Reports provided to the Hermosa Beach Civil Service Board regarding promotions in and/or for the Hermosa Beach Police Department, for the time period of January 1, 2007, to present;
5. Copies of any and all documents showing "promotional lists," with resulting scores, presented to the Hermosa Beach Civil Service Board for certification for the time period of January 1, 2007, to present;
6. Copies of any and all documents related to former Hermosa Beach Police Sergeant Kevin Averill's challenge/grievance/appeal of the Lieutenant promotional testing process conducted by or for the Hermosa Beach Police Department;
7. Copies of any and all documents related to the public hearing on former Hermosa Beach Police Sergeant Kevin Averill's challenge/grievance/appeal of the Lieutenant promotional testing process conducted by or for the Hermosa Beach Police Department;
8. Copies of any and all Orders of the Hermosa Beach Civil Service Board regarding the consolidate appeals of Dorothy Scheid, Donavan Sellan, Scott Kansaku and Timothy Turek for the period of January 1, 2006, to present; and
9. Copies of any and all transcripts in the possession and/or control of the City of Hermosa Beach regarding the consolidate appeals of Dorothy Scheid, Donavan Sellan, Scott Kansaku and Timothy Turek for the period of January 1, 2006, to present; and
10. Copies of any and all evidence the City will be submitting at the grievance/arbitration hearing on the grievance filed by Jaime Ramirez.